



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 1, 2015

Deanna Armstead  
904 Parke Avenue NE  
Independence, IA 50644

Dear Child Care Provider,

This letter is in regards to the March 16, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

***Clorox cleaning supplies in bathroom on main level in cabinet without child proof latch. Had substitute move to upper cabinet.-in another cabinet hair spray, and other hair products had substitute move items to top shelf in cabinet.***

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

***Recommended that another first aid kit be available in the lower level play area or bathroom.***

☐ 110.5(1)e All accessible electrical outlets are safety capped.

***All accessible electrical outlets are safely capped. – missing 4 caps on outlets in lower level play area, 1 missing in living room and 2 missing in kitchen.***

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

***Need nonsmoking sign posted at back entrance. Need to replace one on front door as is faded and hard to read.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Missing for 1 child – infant / preschooler***

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

***Missing for 1 child – infant / preschooler***

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)d Is present at all times, except if emergencies occur or an absence is planned.

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

***If absence is planned, care is provided by a DHS-approved substitute.***

***When I arrived you were using Sarah as your substitute, however, she has not been approved as a DHS approved substitute for you. You will need to contact Child Care Registration (866)448-4605 to have her added as your substitute/assistant.***

☐ 110.5(10) Substitutes

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

***You do not have documentation of any substitute hours, you are required to maintain a written record of the number of hours of substitute care. I have attached a copy of the form you can use to document hours.***

***In addition, your sister Karen was also present while child care children were in your home. I understand that she visits quite a bit during your hours of operation. Please contact Child Care Registration so that record checks can be completed on her.***

☐ 110.9(3) Facility requirements

☐ 110.9(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

***Your egress window well needs steps to climb out of the window well in the play room area of the lower level before you can children in the lower level.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-334-5900.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).